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Library Department Head Meeting Essence Notes

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Notes

Library Department Heads Meeting July 19, 2017

Attendees:

Dean Mitchell, Clement Lau, David Lowder, Debra Skinner, Jessica Garner, Ruth Baker, Paula Fowler

Library Convocation Planning – Dean Mitchell

University Convocation Meeting is August 9, 2017 at 10:45 a.m.

Library Convocation Meeting is August 9, 2017 at 8:30 a.m., Room 1300

Topics for library meeting:

- Introduction of new personnel (10 min)
- Consolidation progress report (30 min)
- Department presentations (10 min each)
- Questions (10 min)

Need to imbed actual draft agenda here

FY18 Institutional Effectiveness Plan – Clement Lau, Department Heads

Plan due date is August 10, 2017

Draft due July 31, 2017

Assessment meeting on August 2, 2017

Reveal draft either August 2 or 3

Need to Include:

Action plans to continue

Additional items – Strategic Plan

Functions/modules – one-time items

Consolidation Updates – Dean Mitchell

Meetings to discuss consolidation will be held on July 25, 2017

10:00 a.m. Lane Library / 3:30 p.m. Henderson Library

Dean Mitchell to issue email regarding meetings on July 20, 2017

Department Orientations for Paula Fowler – Dean Mitchell, Department Heads

New Library personnel orientation will be held on August 9, 2017 at 3 p.m. – Dean Mitchell or Paula Fowler to send calendar notice

New personnel: Leslie Haas, Jordan Braddock, Michelle Dillow, Paula Fowler

Department Heads provided overview of their departments

Announcements

Dean Mitchell:

Distributed approved Fall Semester Calendar/will send out on ZACH L:

Georgia Conference on Information Literacy will be held September 15-16, 2017 – GSU will pay staff registration and possibly overnight accommodations depending on number attending

Leslie Haas will be starting on August 1, 2017

Clement Lau:

Four new trash cans will be placed in high traffic areas to control pests

Studying feasibility of library offering fax services – will make final proposal at next meeting